

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** FACILITIES PLANNER

**LOCATION:** STATEWIDE, CA

**JOB REQUISITION:** 002847

### OVERVIEW

This position is ideal for a motivated professional who is interested in joining a growing team responsible for strategic statewide, regional and project-specific planning for improvements to California's courthouses. The successful candidate for this position will have a unique opportunity to participate in the Judicial Branch's development of a new initiative to oversee all aspects of facilities planning and immediate and long-term improvements; this responsibility is based on legislation enacted in 2002.

The Facilities Planner will become a key member of a small team of professional planners in the Planning Team in the Office of Court Construction and Management of the Administrative Office of the Courts (AOC). The Planning Team is responsible for developing annual updates to the Judicial Branch long range capital outlay plan, develop strategic county-level facility master plans, and provide project specific planning analyses.

The Facilities Planner will be responsible for collaborating with local courts to identify and quantify the need for courthouse improvements for \$60-300+ million dollar capital projects, including new construction, renovation, and expansion projects.

The ideal candidate for this position either has experience working for or with multi-site public or private institutions to develop facility improvement, or capital-outlay, plans.

### RESPONSIBILITIES

- Collaborate with local courts to assess and document current safety and operational problems resulting from courthouse conditions; current and future space and parking requirements to based on adopted state standards for court facilities; options for how to meet the space requirements given the opportunities and constraints of the existing facilities;
- Collaborate with design and construction professionals to establish project schedules, budget and funding requirements to implement a preferred option;
- Prepare a variety of written materials: including project feasibility reports and studies, analysis of improvement options, project summaries, marketing quality documents for posting on the branch's public web site, and strategic development plans for statewide, regional, and project specific projects;
- Compile project and program data and preparing project cost data analysis;
- Prepare budget documents for submission to the Executive Branch, including project descriptions, planning budgets and capital outlay plans;
- Conduct research, prepare planning analyses, and assist in communications efforts related to securing funding for capital improvement projects;
- Research and review analytical and technical reports to support planning analyses;
- Consult with trial and appellate courts regarding facility issues;

- Prepare presentation materials and making presentations to internal and external parties;
- Prepare documents related to procuring and administering contracts;
- Prepare meeting minutes;
- Drafts and administers consultant scopes of work and contracts. Negotiates fees;
- Conducts surveys, maintains basic data, prepares reports, and suggests policies, principles, and standards relating to courthouse planning and development;
- Prepares, reviews, or monitors consultants in the preparation of periodic and special reports on various aspects of court facilities programming and utilization, such as facilities surveys and building capacity analyses; and
- Other duties and tasks as assigned.

## **QUALIFICATIONS**

Equivalent to possession of a bachelor's degree, preferably with major course work in architecture, city and regional planning, engineering, construction management, or interior design and three years of professional experience as a facilities planner for a court, county, state, or judicial branch agency is required or four years of varied and increasingly responsible experience in facilities project management, regional planning, real property leasing, architectural design, or construction management.

One year of directly related postgraduate education may be substituted for one year of required experience.

Knowledge of:

- Principles and techniques of project management;
- Principles and practices of regional planning, including building site selection;
- Principles and practices of architectural design, interior design, or space planning;
- Basic Principles and practices of structural, mechanical, and electrical engineering;
- Life safety and building codes;
- Basic Building construction and construction cost estimating;
- Basic Construction management;
- Basic Value engineering and cost management;
- Architect-Engineer contract management;
- Construction contract management;
- Negotiation techniques;
- Basic practices of lease formation and management; and
- Principles and practices of facility maintenance management.

Ability to:

- Plan, manage, and deliver multiple projects;
- Analyze facilities and space needs and match them to organizational resources and long-range plans;
- Successfully negotiate with architects, engineers, construction contractors, and lessors;
- Prepare conceptual design for buildings and interior space;
- Prepare architectural plans and specifications for limited scope projects;
- Estimate project costs, including design, construction, and relocation;
- Oversee execution of planning, design, and construction;
- Plan, organize, review, and evaluate the work of consultants, contractors, and others;
- Analyze and monitor project budgets and implement cost controls;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software;
- Prepare and deliver effective oral presentations;

- Prepare a variety of effective written materials;
- Establish and maintain effective working relationships with those contacted in the course of the work; and
- Use tact and discretion in dealing with those contacted in the course of the work.

#### **DESIRABLE QUALIFICATIONS**

Possession of an advanced degree in planning or public administration, and professional registration as an architect or a degree in architecture is highly desirable. The successful candidate will have demonstrated experience in developing multi-year facility master plans, analyzing space needs, and preparing proposals for improvements to institutional building types. The successful candidate will have demonstrated experience in managing consultants, working successfully with clients' senior management, facilitating consensus building and making presentations to diverse clients groups. Experience in writing planning reports and managing junior planning staff is also highly desirable.

#### **HOW TO APPLY**

To ensure earliest consideration of your application, please immediately, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/](http://www.courtinfo.ca.gov/careers/) and search for Job Req-2847, Facilities Planner. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts  
 455 Golden Gate Avenue, 7th Floor  
 San Francisco, California 94102-3660  
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#### **PAY & BENEFITS**

##### **SALARY RANGE**

Sacramento: \$5,743 - \$6,979 per month  
 Burbank: \$5,885 - \$7,151 per month  
 San Francisco: \$6,055 - \$7,358 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**